



Australian Government

Department of Finance

Ministerial and Parliamentary Services

Proposed Commonwealth Members of Parliament (Staff) Enterprise Agreement 2020-23

- Remuneration offer including salary tables
- Electorate staff allowance
- Other allowances
- Leave for reasons of family and/or domestic violence
- Excess (Canberra) travel leave
- Competency assessment in a 4 position office
- Salary on promotion
- Severance benefits on re-employment
- Superannuation allowance
- Supporting partner leave
- Casual employees
- Retention payment
- Long service leave



Remuneration offer

The first remuneration adjustment will be the increases listed in the proposed EA. The second and third remuneration adjustments will be the private sector Wage Price Index (WPI) annual percentage change for the immediately preceding June quarter

Applies to:

- ✓ Full-time employees
- ✓ Part-time employees
- ✓ On-going employees
- ✓ Non-ongoing employees
- ✓ Casual employees

Pay offer under the proposed EA

- **Immediate pay increases for all employees** in the first year, if the ballot is successful:
 - Electorate Officers, Office Managers, Executive Assistants, Secretaries and Admin Assistants will receive the maximum 1.70% increase
 - Advisers, Media Advisers and Assistant Advisers will receive a 1.15% increase (up from 0.85% offered in December 2020)
 - Senior staff will receive a 0.40% increase (up from a pause offered in December 2020)
- **All employees will receive the maximum pay adjustments allowed in the second and third years** of the most recent year-to-June percentage change in the private sector Wage Price Index

Facts about the pay offer

- The **current annual percentage change in the private sector WPI at June 2020 is 1.7%**.
- The private sector WPI is used because the Government considers it appropriate that Commonwealth public sector wages are in step with those in the broader economy.
- **Private sector WPI has never been negative**, including during the Global Financial Crisis and the COVID-19 pandemic. In the 2021-22 Budget, Budget Paper No. 1 forecasts total WPI to be 1.25% for 2020-21 and 1.5% for 2021-22.
- **In the first 9 months of 2020-21, the private sector WPI has increased 1.4%**.



Remuneration offer – Electorate Officers, Executive Assistant/Office Managers, Executive Assistants and Secretary/Administrative Assistants

- **On commencement of EA – 1.70% increase**
- 12 months after commencement of EA – WPI for June 2021
- 24 months after commencement of EA – WPI for June 2022

ESA, PSA, the allowance for the drivers of former Prime Ministers (and CRA for eligible employees) will be adjusted consistently with salaries

The EOA-1 and EOA-2 pay points are being removed. Employees at these pay points will be paid the equivalent of EOA-3 automatically on commencement*

Electorate Officers

Classification		Current salary	On commencement 1.70%	
Electorate Officer C	4	\$86,180	\$87,645	
	3	\$82,051	\$83,446	
	Electorate Officer B	5	\$77,926	\$79,251
		4	\$76,508	\$77,809
	3	\$72,150	\$73,377	
	Electorate Officer A	8	\$68,482	\$69,646
		7	\$66,745	\$67,880
		6	\$64,684	\$65,784
		5	\$61,061	\$62,099
		4	\$58,041	\$59,028
		3	\$55,130	\$56,067
		2	\$53,364**	\$56,067
		1	\$53,364**	

* The remaining salary points for the EOA classification will be renumbered, i.e. the old EOA-3 to 8 salary points will become EOA-1 to 6

** Annualised rate equal to Australian Government Industry Award 2016 minimum rate of pay as at 12 November 2020.



Remuneration offer –

Electorate Officers, Executive Assistant/Office Managers, Executive Assistants and Secretary/Administrative Assistants

The Sec/Admin-1, 2 and 3 pay points are being removed. Employees at these pay points will be paid the equivalent of Sec/Admin-4 automatically on commencement*

Government - Executive Assistant/Office Managers and Secretary/Administrative Assistants

Classification		Current salary	On commencement 1.70%
Executive Assistant/Office Manager	9	\$79,866	\$81,224
	8	\$77,926	\$79,251
	7	\$76,508	\$77,809
	6	\$74,410	\$75,675
	5	\$72,150	\$73,377
	4	\$70,238	\$71,432
	3	\$68,482	\$69,646
	2	11	\$66,745
1	10	\$64,684	\$65,784
Secretary/Administrative Assistant	9	\$62,643	\$63,708
	8	\$61,061	\$62,099
	7	\$59,549	\$60,561
	6	\$58,041	\$59,028
	5	\$56,506	\$57,467
	4	\$55,130	\$56,067
	3	\$53,736	\$56,067
	2	\$52,361	
1	\$50,956		

*The remaining salary points for the Sec/Admin classification will be renumbered, i.e. the old Sec/Admin-4 to 11 salary points will become Sec/Admin 1 to 8



Remuneration offer –

Electorate Officers, Executive Assistant/Office Managers, Executive Assistants and Secretary/Administrative Assistants

The Sec/Admin-1, 2 and 3 pay points are being removed. Employees at these pay points will be paid the equivalent of Sec/Admin-4 automatically on commencement*

Non-Government - Executive Assistants and Secretary/Administrative Assistants

Classification	Current salary	On commencement 1.70%	
Executive Assistant	7	\$76,508	\$77,809
	6	\$74,410	\$75,675
	5	\$72,150	\$73,377
	4	\$70,238	\$71,432
	3	\$68,482	\$69,646
	2	\$66,745	\$67,880
	1	\$64,684	\$65,784
Secretary/Administrative Assistant	9	\$62,643	\$63,708
	8	\$61,061	\$62,099
	7	\$59,549	\$60,561
	6	\$58,041	\$59,028
	5	\$56,506	\$57,467
	4	\$55,130	\$56,067
	3	\$53,736	
	2	\$52,361	
	1	\$50,956	

* The remaining salary points for the Sec/Admin classification will be renumbered, i.e. the old Sec/Admin-4 to 9 salary points will become Sec/Admin 1 to 6



Remuneration offer – Advisers, Media Advisers and Assistant Advisers

- **On commencement – 1.15% increase**
 - 12 months after commencement – WPI for June 2021
 - 24 months after commencement – WPI for June 2022
- PSA will be adjusted consistently with salaries

Government – Advisers, Media Advisers and Assistant Advisers

Classification		Current salary	On commencement 1.15%	
Adviser/Media Adviser	8	\$141,372	\$142,998	
	7	\$135,054	\$136,607	
	6	\$128,839	\$130,321	
	5	\$124,469	\$125,900	
	4	\$115,394	\$116,721	
	3	\$109,058	\$110,312	
	2	\$103,771	\$104,964	
	1			
	Assistant Adviser	5	\$95,796	\$96,898
		4	\$89,514	\$90,543
		3	\$86,180	\$87,171
		2	\$82,051	\$82,995
		1	\$79,866	\$80,784



Remuneration offer – Principal Advisers, Chiefs of Staff, Senior Advisers and Senior Media Advisers

- On commencement – 0.40% increase
- 12 months after commencement – WPI for June 2021
- 24 months after commencement – WPI for June 2022

PSA will be adjusted consistently with salaries

Private-plated vehicle allowance will not be adjusted above its current rate of \$25,082

Principal Advisers, Chiefs of Staff, Senior Advisers and Senior Media Advisers

Classification		Current salary	On commencement 0.40%
Government*			
Opposition*			
Minor Party and Presiding Officers*			
Principal Adviser	10	\$269,631	\$270,710
	9	\$258,490	\$259,524
	8	\$247,349	\$248,338
	7	\$236,205	\$237,150
	6	\$225,063	\$225,963
	5	\$213,921	\$214,777
	4	\$202,780	\$203,591
	3	\$191,640	\$192,407
	2	\$180,499	\$181,221
	1	\$174,971	\$175,671
Senior Adviser 3	7	\$170,727	\$171,410
	6	\$166,740	\$167,407
	5	\$161,728	\$162,375
	4	\$156,584	\$157,210
	3	\$149,643	\$150,242
	2	\$143,857	\$144,432
	1	\$138,458	\$139,012
Chief of Staff 2 Senior Media Adviser 3	3	\$133,060	\$133,592
	2		
	1		
Senior Adviser 2 Senior Media Adviser 2	9		
	8		
	7		
	6		
	5		
Chief of Staff 1 Senior Adviser 1 Senior Media Adviser 1	6		
	5		
	4		
	3		
	2		
	1		

*The positions allocated to these Office Holders are generally limited to the classifications in the corresponding columns



Electorate staff allowance

Electorate Staff Allowance (ESA) is payable to electorate employees who undertake reasonable additional hours and travel outside work hours and who are employed against a position, the electorate support budget or a combination of the two

Applies to:

- ✓ Full-time employees
- ✓ Part-time employees
- ✓ On-going employees
- ✓ Non-ongoing employees
- ✗ Casual employees

Value of ESA levels

Level	Current EA 7 ESA levels	Level	Proposed EA on commencement 16 ESA levels
		ESA1	\$2,049
ESA1	\$4,029	ESA2	\$4,097
		ESA3	\$6,148
ESA2	\$8,061	ESA4	\$8,198
		ESA5	\$10,247
ESA3	\$12,091	ESA6	\$12,297
		ESA7	\$14,346
ESA4	\$16,121	ESA8	\$16,395
		ESA9	\$18,444
ESA5	\$20,150	ESA10	\$20,493
		ESA11	\$22,543
ESA6	\$24,182	ESA12	\$24,593
		ESA13	\$26,643
ESA7	\$28,213	ESA14	\$28,693
		ESA15	\$30,742
		ESA16	\$32,791

Proposed changes

- **ESA would be allocated to the employee**, rather than to electorate office positions
- The overall value of ESA available to each office will be **increased on commencement**
- The value of each existing ESA level will be halved and each office will receive double the number of ESA levels they currently receive plus:
 - **All electorate offices will receive an additional 2 levels of ESA** (e.g. a 4 position office will be able to allocate 34 levels of ESA)
 - Electorates that are **eligible for reimbursement for satellite office expenses will receive a further 2 levels of ESA** (e.g. an eligible 6 position office will be able to allocate up to 44 levels)
- An employee may be **allocated up to ESA 16**, notionally equivalent to ESA 8, and more than the current maximum of ESA 7. This is an increase on the maximum of 15 levels offered in December 2020
- ESA would not be pro rata for part-time employees, it will be paid at the full amount allocated to the employee
- ESA can be allocated to employees employed against a position or the ESB
- Employing Members and their employees will be able to agree to reallocate ESA in the office alongside changes in their working arrangements
- This will allow for **more flexible ESA allocation**



Electorate staff allowance - examples

Unallocated ESA

There are 5 levels of unallocated ESA in the office. Jon is currently not allocated any ESA. Jon's employer decides that due to the additional hours Jon is working, he should be allocated ESA 3. This can immediately be allocated to Jon and does not require a 'trigger' event.

New employee

Carla is currently allocated ESA 10. Carla resigns. The 10 levels of ESA are now able to be allocated to other employees. The employing Member decides to allocate ESA 7 to Ryan, Carla's replacement, and ESA 3 to Sarah, an existing employee who was previously allocated ESA 5. Sarah now has ESA 8.

Part-time hours

Mike reduces his part-time hours from 2.5 days to 2 days per week. Mike was allocated ESA 4 before the reduction in hours and will continue to be paid ESA 4. Mike and his employer can agree to reduce his ESA allocation if this is appropriate.

Liz increases her part-time hours from 2 days to 4 days per week. Liz was allocated ESA 5 before the increase in hours and will continue to be paid ESA 5. If Liz's employing Member has unallocated ESA in the office they can increase Liz' ESA reflecting the expectation of increased additional working hours.

Promotion

Hassan is employed as an EOA with ESA 2. He is promoted to a vacant EOB position. Hassan's ESA does not change unless the employer chooses to allocate additional available ESA.

Electorate support budget

Melissa is employed two days per week against a position and one day against the electorate support budget. She is allocated ESA 6. Melissa will be paid the full amount – ESA 6, not just the proportion against the position.



Electorate staff allowance - examples

Short-term leave

Ben, who is allocated ESA 7, goes on personal leave for 2 weeks. Ben continues to be paid ESA 7 while on leave and the allocation is counted towards the office's ESA cap. Jill is employed against Ben's position as a non-ongoing employee while Ben is away. Jill does not automatically receive ESA, unless the employing Member chooses to allocate her available ESA.

Chris, an EOC who is allocated ESA 10, goes on annual leave for 3 weeks. Chris continues to be paid ESA 10 while on leave and the allocation counts towards the office's ESA cap.

Sam, an EOB who is allocated ESA 4, is given HDA in Chris' position during the leave. Sam continues to be paid ESA 4 during this period. Alex is employed against Sam's position as a non-ongoing employee while Sam is on HDA. Alex does not automatically receive ESA, unless the employing Member chooses to allocate her available ESA.

Long-term leave

Joanne, who is allocated ESA 10, goes on long service leave for 4 months. This is a trigger for an ESA re-allocation in the office. The employer changes the ESA allocated to the other employees and also allocates ESA 4 to Karen, who is employed as a non-ongoing employee against Joanne's position during the leave.

Joanne continues to be paid ESA 10 during the leave and this is not counted towards the office's ESA cap. When Joanne returns from leave, this is a trigger for another ESA re-allocation in the office.

If the employer does not re-allocate ESA in the office on Joanne's return, Joanne's ESA allocation may be automatically reduced (including to zero if required) so it does not push the office over their allocated ESA cap.

Agreement for reduction

Cho is currently allocated ESA 12 as she works full-time and travels to Canberra frequently. Due to personal circumstances, Cho has reduced her hours to 3 days a week part-time and no longer travels to Canberra. Cho and her employing Member agree to reduce her ESA to ESA 4.

The employing Member now has 8 levels of ESA to allocate to other employees. They choose to allocate ESA 6 to George who will be undertaking the Canberra travel and keep 2 levels for allocations in the future.



Electorate staff allowance - examples

Metropolitan electorate

Mr Collie, is the member for an inner city electorate. He currently has 16 levels of ESA he can allocate to 4 positions. Under the proposed EA, on its commencement he can allocate up to 34 levels of ESA to all of his electorate employees, including those employed against the ESB.

Regional electorate

Ms Dennis is the member for a regional electorate with a size of 34,000 square kilometres. She is entitled to 5 electorate officer positions and is eligible to claim reimbursement of her privately funded satellite office costs under the PBR Act. Currently Ms Dennis can allocate 18 levels of ESA across her 5 positions.

Under the proposed EA, on its commencement she can allocate up to 40 levels of ESA to all of her electorate employees, including those employed against the ESB. Ms Dennis has 38 levels of ESA to allocate as a member with 5 positions plus another two as she is also eligible for the reimbursement of her satellite office costs.



Electorate staff allowance - examples

Deferral of termination

Senator Max resigns from the Parliament causing the termination of employment of his electorate employees. The termination of employment is deferred until his vacancy in the Senate is filled.

The ESA allocated to his electorate employees will remain unchanged during the deferral period, ensuring that their severance benefits and payments in lieu of unused leave are unaffected.

If an employee is employed by the new Senator, that Senator will have their own allocation of ESA to allocate to their electorate employees, which may differ from the ESA the employee was allocated by Senator Max.

Minister Teal changes portfolio in a Ministry reshuffle causing the termination of employment of her electorate employees. The termination of employment is deferred for 2 weeks.

The ESA allocated to the electorate employees will remain unchanged during the deferral period, ensuring that their severance benefit and payments in lieu of unused leave are unaffected.

If Minister Teal re-employs her electorate employees, their ESA allocation will be unchanged as there is no trigger event. If Minister Teal employs a new electorate employee she may allocate any unallocated ESA at the time that the new person is employed.



Other allowances

Personal staff allowance

Classification	Current rates	Allowance effective from commencement
Senior staff	\$32,846	\$32,977
Adviser - Media Adviser - Assistant Adviser	\$29,862	\$30,205
Executive Assistant/Office Manager - Executive Assistant - Secretary/Administrative Assistant at salary points 7 and 8	\$24,962	\$25,386
Secretary/Administrative Assistant (other than those at salary points 7 and 8)	\$19,589	\$19,922

Corporate responsibility allowance (per fortnight)

Current rate	Allowance effective from commencement
\$21.22	\$21.58

Allowance for drivers employed by former Prime Ministers

Current rate	Allowance effective from commencement
\$17,225	\$17,518



Leave for reasons of family and/or domestic violence

Employees experiencing or at risk of experiencing family and/or domestic violence will have clearer access to leave options to provide support that is appropriate to their individual circumstances

Applies to:

- ✓ Full-time employees
- ✓ Part-time employees
- ✓ On-going employees
- ✓ Non-ongoing employees
- ✗ Casual employees

Current arrangements

- An employee affected by family and/or domestic violence may access paid personal leave in accordance with the Guidelines
- Where paid personal leave has been exhausted and employees require additional leave for reasons of family and/or domestic violence, employees may access paid miscellaneous leave as required, without limit

Proposed changes

- The proposed EA would enable flexibility in the provision of leave for employees experiencing or at risk of experiencing family and/or domestic violence so that leave can be provided that is appropriate to the employee's individual circumstances
- The proposed EA would make it clear that matters of family and/or domestic violence will be treated confidentially, unless otherwise required by law, with the employee's privacy and safety paramount
- The Government will update the Guidelines to reflect these arrangements, including options for miscellaneous leave, personal leave and/or flexible working arrangements, and other administrative matters
- Flexible working arrangements could include changes to:
 - Hours of work
 - Patterns of work
 - Work locations
 - Duties e.g. moving to non-public facing roles if needed for a period of time



Excess (Canberra) travel leave

Eligible MOP(S) Act employees from a remote or rural location can claim and receive additional annual leave credits for non-work time spent travelling to Canberra

You can claim this leave if you are required to travel from your work base to Canberra on a Sunday or public holiday to attend a parliamentary sitting

Excess (Canberra) Travel Leave is available to MOP(S) Act employees whose work base is in:

- Western Australia
- Northern Territory
- electorates of Capricornia, Dawson, Herbert, or Leichhardt
- other work bases approved by the Minister

Applies to:

- ✓ Full-time employees
- ✓ Part-time employees
- ✓ On-going employees
- ✓ Non-ongoing employees
- ✓ Casual employees

Current EA

- Eligible MOP(S) Act employees can claim **one day of additional annual leave credit for every 2 Sundays or public holidays** spent travelling to Canberra for parliamentary sittings
- Tuesday sittings are only eligible following a Monday public holiday
- Employees may claim a **maximum of 8 days'** additional leave each year

Proposed changes

- Eligible MOP(S) Act employees may claim and receive an additional **half day of annual leave for each Sunday or public holiday** spent travelling to Canberra for parliamentary sittings
- Travel on a **Sunday for a parliamentary sitting commencing on a Monday or Tuesday**
- Travel on a **public holiday for a parliamentary sitting commencing on the next day**
- There is **no maximum** number of days that can be claimed each year
- This makes it **easier to claim additional leave credits** every time you travel on a Sunday or public holiday
- Also allows **more flexibility** to travel on a Sunday or public holiday if a parliamentary sitting commences on a Tuesday



Brian works in Perth. He travels to Canberra on Sunday for a parliamentary sitting week commencing on Tuesday. Under the current EA, he is not entitled to claim excess (Canberra) travel leave.

Under the proposed EA, Brian can claim half a day's annual leave as excess (Canberra) travel leave.



Competency assessment in a 4 position office

An ongoing electorate employee who reaches the top of the salary range for an Electorate Officer classification can be promoted to the next Electorate Officer classification after 12 months at that salary point, subject to a competency assessment undertaken by the employing Member

Applies to:

- ✓ Full-time employees
- ✓ Part-time employees
- ✓ On-going employees
- ✗ Non-ongoing employees
- ✗ Casual employees

Current arrangements

- Only one employee of an employing Member can be at the next Electorate Officer classification
- EA guidelines state that in a 4-position electorate office with a CBAA structure, the only promotions through competency assessments permitted are to assess an EOA employee for promotion to an EOB, creating a CBBA office structure

Proposed changes to guidelines

- 4-position electorate offices will be **able to have 2 EOC employees**, allowing for CCAA or a CBBA office structures
- Current arrangements for 5 and 6-position offices in similar circumstances already permit the offices to have 2 employees paid as EOCs



Senator Bently has a CBAA office structure. Sarah, an EOB, meets the requirements for competency assessment and there is suitable work for her at the EOC level.

Senator Bently can assess Sarah to an EOC as this provides the most appropriate structure for her office, creating a CCAA structure. When Sarah ceases employment, the vacant EOB position can be filled.



Salary on promotion

The employing Member may set the salary of an employee who is promoted, other than senior staff, to any salary point within the respective classification

Applies to:

- ✓ Full-time employees
- ✓ Part-time employees
- ✓ On-going employees
- ✓ Non-ongoing employees
- ✓ Casual employees

Current EA

- When an employee is promoted, other than senior staff (e.g. from an EOA to an EOB, or from an Assistant Adviser to an Adviser), the employing Member may choose to keep the employee on the same salary if their current salary point is equal to a salary point for the classification they are being promoted to

Proposed changes

- An employee's salary must be **higher than their current salary on promotion**
- This reflects that **a promotion should recognise and compensate the more complex work** an employee is undertaking



Ted is an EOB at the top of his band as an EOB-5 (\$77,926). He is promoted by his employing Member to an EOC.

His new salary will need to be at least at the EOC-3 salary of \$82,051, as it must be higher than his salary prior to promotion.



Severance benefits on re-employment

Employees whose employment is terminated under certain parts of the MOP(S) Act are entitled to severance benefits

If the employee is re-employed within the severance pay period their benefits will be reduced in line with overlap between the new employment and severance pay period

Applies to:

- ✓ Full-time employees
- ✓ Part-time employees
- ✓ On-going employees
- ✗ Non-ongoing employees
- ✗ Casual employees

Current EA

- When an employee receives a severance benefit which is later recalculated due to re-employment under the MOP(S) Act within the severance pay period, **the employee must repay the difference**

Proposed changes

- An employee **may be re-employed within the severance pay period and keep their severance benefits** if they make an irrevocable written election to waive the right to have their prior service recognised for future severance and/or annual leave purposes
- This will **help experienced employees return to MOP(S) Act employment** if they wish as they will no longer need to decide between keeping their severance benefits or seeking re-employment under the MOP(S) Act

Liam, an adviser, had his employment automatically terminated following a ministerial reshuffle. He receives 12 weeks' severance benefits at the adviser rate.

Liam decides he would like to transition towards retirement and after a break in service of 4 weeks, takes an EOB position in his former employer's electorate office.

Liam wishes to keep his severance benefits and waives his right to have his previous service recognised in future benefit calculations. He does not have to repay the additional 8 weeks' severance he received.

10 months later, Liam's employer resigns from parliament. Liam is now entitled to 4 weeks' severance benefits at the EOB rate for his 10 months' work in his current role. His service as an adviser is not included in the calculation as he previously waived this right.





Superannuation allowance

Ongoing MOP(S) Act employees may choose to reduce the Commonwealth's superannuation contribution from 15.4% to the amount required under the *Superannuation Guarantee (Administration) Act 1993*, currently 9.5%. In return, employees receive a superannuation allowance of 5.3881% of their ordinary time earnings

Applies to:

- ✓ Full-time employees
- ✓ Part-time employees
- ✓ On-going employees
- ✗ Non-ongoing employees
- ✗ Casual employees

Current EA

- Ongoing employees can **enter into individual flexibility arrangements** with the Minister to receive a superannuation allowance

Proposed changes

- To simplify the arrangements, ongoing employees will be able to **elect to receive a superannuation allowance under the EA**
- The value of the allowance will change proportionately with the superannuation contribution rate under the *Superannuation Guarantee (Administration) Act 1993*
- **Total remuneration package remains the same**

Maria is not a member of the PSSap, PSS or CSS superannuation schemes, her current ordinary time earnings are \$100,000. As a MOP(S) Act employee Maria's superannuation contribution from her employer is 15.4%, or \$15,400 per year. Maria's total remuneration package is \$115,400.



If Maria elects to take the superannuation allowance, her employer's superannuation contribution will reduce to the amount required under the *Superannuation Guarantee (Administration) Act 1993*, currently 9.5%. Maria will receive 5.3881% (\$5,388) of her ordinary time earnings as superannuation allowance. This is the difference between the 15.4% superannuation contribution and the 9.5% currently required under the Act. Maria's total ordinary time earnings are \$105,388. Her superannuation is 9.5% of this amount or \$10,012. Her total remuneration package remains at \$115,400.

Under the current EA, Maria would need to enter into an IFA with the Minister to elect to receive superannuation allowance. Under the proposed EA, Maria may elect in writing to MaPS to receive superannuation allowance.



Supporting partner leave

Eligible MOP(S) Act employees who are not the primary carer of a dependent child are entitled to paid supporting partner leave within 52 weeks following the birth or adoption of a dependent child

Applies to:

- ✓ Full-time employees
- ✓ Part-time employees
- ✓ On-going employees
- ✓ Non-ongoing employees
- ✗ Casual employees

Current EA

- Eligible MOP(S) Act employees are entitled to **2 weeks' paid leave**
- There is **no option of half pay**

Proposed changes

- MOP(S) Act employees will be able take **5 weeks' paid leave**
- Option to take at **half pay for 10 weeks**
- This is an increase on the 3 weeks' paid leave with a half pay option offered in December 2020



Jo recently become a parent and wants to take time off to support their partner and new baby.

Jo has decided to use their supporting partner leave and will take 10 consecutive weeks at half pay.



Casual employees

Casual employment will be in accordance with an employment agreement between the employee and the employing Member

The maximum period for a casual employment agreement is 28 days. However, each day (or part-day) worked by a casual employee constitutes a separate engagement

Applies to:

- ✓ Full-time employees
- ✓ Part-time employees
- ✗ On-going employees
- ✗ Non-ongoing employees
- ✓ Casual employees

Current EA

- For the purpose of determining a work base, each period of work under a casual employment agreement is separate and distinct
- Casual employees are often unable to access Commonwealth-funded travel and travel allowances

Proposed changes

- In determining a **casual employee's work base, the entire period covered by their employment agreement would be considered**, rather than each period of work
- The work base is where the employee spends most time on duty
- This will **enable casual employees to travel at the Commonwealth's expense, and to be paid travel allowance where eligible**



Bridget is employed as a casual for 28 days from 2 November to 30 November.

During this time she works 10 days in the electorate office in Melbourne, does not work for one day, travels to Sydney with her employing Member for 2 days and travels to Canberra for 5 days for the parliamentary sitting week.

Bridget's work base is Melbourne as she has spent most time on duty there. She is able to travel to Sydney and Canberra at Commonwealth expense and receive travel allowance for her overnight stays.



Retention payment

Ongoing and non-ongoing employees who have been employed for the qualifying period and who are employed at 19 June each year are eligible for a retention payment.

The qualifying period used to calculate retention payments is from 20 June the previous year to 19 June each year.

Applies to:

- ✓ On-going employees
- ✓ Non-ongoing employees
- ✗ Casual employees

Current EA

- Eligible employees paid 1% **annual retention payment**

Proposed changes

- **1% annual retention payment maintained** for eligible employees
- The wording around **recognised prior service** has been clarified
- For eligible employees on **temporary transfers** on 19 June, the transfer salary is used in the calculation of the retention payment if the employee has been on a transfer for 12 months



Jane, an ongoing EOB employee, has temporarily transferred to another office as an EOC. Jane has been employed as a non-ongoing employee for the period including 20 June to 19 June the following year.

Jane will be paid the retention payment at the EOC salary.



Long service leave

MOP(S) Act employees are entitled to long service leave in accordance with the *Long Service Leave (Commonwealth Employees) Act 1976*

Applies to:

- ✓ Full-time employees
- ✓ Part-time employees
- ✓ On-going employees
- ✓ Non-ongoing employees
- ✓ Casual employees

Current EA

- MOP(S) Act employees are entitled to take their long service leave at a **minimum of 15 consecutive calendar days** at full pay with **no option of half pay**

Proposed changes

- MOP(S) Act employees will be able to take **a minimum of 7 consecutive calendar days at full pay or 14 consecutive days at half pay** with their employer's agreement
- This allows **more flexibility** to use long service leave with less minimum days and options at half pay



Susan would like to access her long service leave to take 30 days off to travel Australia with her family. She only has 15 days of long service leave available.

Under the proposed EA, with her employer's agreement, Susan can use her 15 days of long service leave at half pay to access 30 days of leave.